

## LEA Special Education Point of Contact Monthly Webinar August 16, 2017

OSSE Division of Elementary, Secondary, and Specialized Education OSSE Division of Data, Assessment, and Research



- I. Data Privacy and Access to SEDS
- II. Transfer of SEDS Records for New Students
- III. Summer 2017 Updates to SEDS
- IV. Logging Related Service Provision in SEDS
- V. Child Count Timeline and Preparation
- VI. Announcements and Reminders

# Protecting Personally Identifiable Information

**Personally Identifiable Information (PII)** is data that alone, or in combination, can be linked to a specific student, including but not limited to:

- Name or address of student, parent or other family members
- Social Security number, USI, date/place of birth, mother's maiden name

## LEAs should not send PII to OSSE over email.

LEAs should submit PII over secure means, such as the **OSSE Support Tool** or **OSSE's secure File Transfer Protocol (FTP) upload site:** <u>https://upload.dc.gov/ossedata/nclb</u>.

Additional information on data privacy, and instructions for gaining access to and using the secure upload site: <u>https://osse.dc.gov/publication/using-secure-data-transfer-protect-student-privacy</u>.



LEA SE POCs are responsible for **protecting the privacy** of student information by controlling access to student files in SEDS.

Start of school housekeeping should include a SEDS user audit to search for:

- 1) Users who no longer work at the LEA
- 2) Users who no longer need access to student files
- 3) Nonpublic users who no longer need access to student files

## **STEP 1:** Open the 'Users' tab in SEDS



# Start of School SEDS User Audit

**STEP 2:** Select **all** LEA and school-level roles. **Unselect all state-level** roles (**never** change profiles for OSSE staff user accounts).



# Start of School SEDS User Audit

**STEP 3:** From the list of users, identify accounts that need to be inactivated.

Del	IM	<u>CP</u>	Cal	<u>Name</u>		School(s) Students		<u>Title</u>		<u>User Type</u>
	-	•	<b></b>	Administrator 1295		-All-	7, 14 LEA Data Adminis		strator	LEA Data Administrator
	-	٠		Administrator 1296		-All-	3, 11	Special Education Coordinator		LEA Data Administrator
		•	<b>.</b>	Administrator 1297		-All-		Special Education Coordinator		LEA Data Administrator
	-	•		Administrator 1298	TIP:	<b>TIP:</b> Clicking on a column			Coordinator	LEA Data Administrator
		¢		Administrator 1299	hea alnł	header will sort the list alphabetically by that column type.			Coordinator	LEA Data Administrator
	•	•	<b>.</b>	Dummy Account	colu					LEA Data Administrator
	•			Lea Admin91	-All- 0, 0			LEA Data Admini	strator	LEA Data Administrator
	2			Lea Admin92		-All-	0, 0	LEA Data Administrator		LEA Data Administrator

Check the box in the "Delete" column, then click "Inactivate

Selected Users."

Inactivate Selected Users



**Inactivating** a user account does **NOT** permanently delete the account.

Inactivated accounts can be reactivated at any time.

				Melcolle, Alliet			
	Coto the "Cohool Systems"		School System	Users   Smart Logbook   My Calendar			
•	Go to the School System.		Assign Schools Assign Teachers	Inactive Students   User Types   Unr   Inactive Users   User Type Assign   Man			
•	Click on "Inactive Users." -	-					
•	Search for user by name.		Criteria for Selecting Inactive Users to View				
•	Reactivate user	2	User Last Name:	Exact Match			
			User Code:	Exact Match			
[			Sort List By:	User's Last Name 🔻 💥			
	Date Terminated: 08/09/2017						
				View Inactive Users *			
	Update the Database						
-	Re-Activate this User in the Database						
8							



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**Case Scenario:** Nonpublic program hires a new related service provider (RSP) who needs access to Student A and Student B, who are enrolled at two different LEAs in DC.

**STEP 1:** RSP needs a **SEDS aggregate account**, which allows RSP to access multiple LEAs' SEDS sites via one common login page.

- LEAs should **NEVER** create a SEDS account for a nonpublic staff.
- OSSE is responsible for creating nonpublic SEDS aggregate accounts.
- Nonpublic SEDS POC makes request in OSSE Support Tool (OST), including list of LEAs with students whom the RSP serves.

	EasyIEP <sup>TM</sup> Ver. 12.6			You can log into these systems:		
	OSSE Aggregate			Customer Name	School System Name	
	Name: Sally Speech	Login		dcacademyhopepcs	Academy of Hope Adult PCS	
F	Password:	Login		dcapapcs	Achievement Preparatory Academy PCS	

# Nonpublic Staff SEDS Access

**STEP 2:** RSP has access to LEAs' SEDS sites, but still cannot see her students in SEDS. **Each LEA SE POC** must update the RSP's user profile to include access to students who attend the nonpublic.

- Open up RSP's user profile.
- **ONLY** check the box for the RSP's nonpublic campus.
- NEVER check the box for the LEA campus, as this will violate FERPA by granting access to ALL students at the LEA campus.

**NOTE:** Although OSSE created the RSP's account, it is not appropriate for OSSE to grant access to specific students.

	Check All Check None Reset
	Acadia Healthcare Millcreek of Arkansas (Fordyce, AR)
	Accotink Academy Therapeutic Day School (Springfield, VA)
	Chelsea School (Hyattsville MD)
chools:	Childrens Guild - Prince George's (Chillum, MD)
	Devereux Georgia Treatment Network (Kennesaw, GA)
	E L Haynes PCS – Middle School
<b>~</b>	E.L. Haynes PCS – Elementary School
L	EL Haynes PCS High
	Episcopal Center for Children (DC)



**Scenario:** Nonpublic RSP still cannot see her students in SEDS, nor log services, even though she has a SEDS account for the LEA.

**Step 1**: LEA SE POC asks registrar to double check Student Information System (SIS) to ensure the nonpublic is listed as the **student's attending school campus.** 

**Step 2:** LEA SE POC updates the RSP's user profile to ensure the **nonpublic campus box** is checked under "Schools."

**Step 3:** LEA SE POC confirms and/or updates the **RSP's user type** (e.g., speech pathologist).

**Step 4:** LEA SE POC selects the appropriate **"Can Provide"** designations.

**Step 5:** LEA SE POC **checks current IEPs** to ensure the correct related services are prescribed.

**Step 5:** Nonpublic SEDS POC, SEC, or LEA SE POC assigns students to the **RSP's caseload.** 

Re	lated Services	
Services:	Can Provide	
Audiology		
Behavioral Support Services		
Occupational Therapy		
Orientation and Mobility		

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**Scenario:** LEA SE POC gets dozens of requests each week to reset a password for staff members who locked themselves out of SEDS.

Solution: Train staff to reset their own passwords. User profiles must contain a valid email and security question in order for a user to reset his/her own password. <u>Forgot Your Password?</u>

**TIP:** See which staff are missing a valid email by viewing the last column of the list of user profiles.

Name	<u>School(s)</u>	<u>Students</u>	<u>Title</u>	<u>User Type</u>	<u>E-mail Address</u>
Administrator 1295	-All-	7, 14	LEA Data Administrator	LEA Data Administrator	admin@dc.gov
Administrator 1296	-All-	3, 11	Special Education Coordinator	LEA Data Administrator	
Administrator 1297	-All-	5, 7	Special Education Coordinator	LEA Data Administrator	

**NEVER** reset a password for a **nonpublic user.** The password must be reset at the aggregate account level—only OSSE can do this.



On Oct. 20, 2017, OSSE will implement a <u>universal password reset</u> for all SEDS users Districtwide. After this date, when logging in to SEDS, all users will be prompted to:

- 1. Agree to user terms and conditions
- 2. Reset password
- 3. Set new security question ("Forgotten Password Question")
- 4. Verify/update email address

### **Purposes:**

- Increases data privacy.
- Enables all users to successfully use the "Forgot Your Password?" link to reset their own password in the future.
- Decreases the number of requests made to LEA SE POCs and OSSE for password assistance.



Data flows downstream from the LEA Student Information System (SIS) to OSSE's data systems:

- Errors or missing information in the LEA SIS will impact the LEA's ability to see student records in SEDS.
- If records are missing in SEDS, the LEA SE POC should first troubleshoot with the LEA data manager and registrar.





## **Enrollment Stages**

Stage	Description
Stage 1	Application by student to attend the LEA.
Stage 2	Acceptance and notification of an available slot for the student by the LEA.
Stage 3	Acceptance of slot by student and submission of enrollment information.
Stage 4	Registration of the student in the <b>Student Information System (SIS)</b> by LEA.
Stage 5	Receipt of educational services, meaning the student is <b>physically</b> <b>attending the LEA.</b>

When a student reaches **Stage 4**, his/her demographic info will appear in SEDS.

The student will **appear active in SEDS** as a **general education student** with a **white checkmark** because the special education records are not yet transferred over.

<u>CP</u>	<u>Proj Elig</u>	IEP End	<u>School</u>	<u>Grade</u>	<u>Name</u>
$\checkmark$			1SA	5	<u>Gina General110</u>

OSSE will transfer special education records to the new LEA when a student is in Stage 5, or when certain criteria are met during Stage 4, as long as student is active in new LEA's SEDS.



## Transfer of Special Education Records

	Criteria	Records Transfer Process
	•Stage 5 enrollment (attending new LEA)	Upon student's first day of attendance, OSSE will <b>initiate records</b> <b>transfer.</b> If initiated by 5 p.m., records will be available on the second business day.
	<ul> <li>Stage 4 enrollment (registered in SIS)</li> <li>My School DC LEA matches LEA in SEDS</li> </ul>	OSSE will <b>initiate records transfer.</b> If initiated by 5 p.m., records will be available on the second business day.
	•Stage 4 enrollment (registered in SIS)	LEA SE POC requests records transfer using OST, and former LEA confirms transfer request in OST. OSSE transfers records over within two business days.
17	<ul> <li>LEA does not participate in My School DC , OR</li> <li>My School DC LEA does NOT match LEA in SEDS</li> </ul>	If new or former LEA is nonresponsive, <b>OSSE will initiate records</b> <b>transfer on fourth day of student remaining in Stage 4.</b> If initiated by 5 p.m., records will be available on fifth business day. In the case of <b>duplicative enrollment</b> , the records will be sent to the LEA who most recently registered the student in their SIS.

# OSSE Support Tool: Transfer of Records

LEA SE POC for the new LEA will initiate the transfer in the OST. Previous LEA is required to **approve or deny any transfer requests**. This is done using the **"Review Outstanding Transfer Requests"** button in the OST.



Select **"Yes"** to approve the transfer if the student is no longer at your LEA.

Select **"No"** to deny the request if the student is still attending your LEA. In this case, please submit an OST ticket to resolve confusion as to why the transfer request was made by another LEA.



## Summer 2017 Updates to SEDS

Minor changes were implemented this summer to increase user functionality. Changes include:

- 1) Batching printing of a student's documents on Documents page
- 2) Improved student search capabilities when using **Advanced Search** (e.g., can select multiple grades at a time)
- 3) Ability to **access caseload**, and sort by school campus, from widget on Main Menu page and from main menu bar on all pages
- 4) Improved **compliance widget** on Main Menu page
- 5) **Student History** page can be exported as PDF document
- 6) Freeze frame header on Documents page and Student History page
- 7) IEP start and end date now showing on service log entry page
- 8) Student filters available on Progress Report Wizard homepage
- 9) LEA SE POC can post up to nine messages in rich text format on Main Menu

# Summer 2017 Updates to SEDS

# To view descriptions and screenshots of all updates, please reference the **EasyIEP New Configurations** guidance document.

**NOTE:** This document will be posted along with the webinar recording and presentation materials here:

https://osse.dc.gov/service /technical-assistancesupport-and-trainingeducation.



Once the desired documents are selected, the user clicks the View Document Batch button to see and print the combined document.

### Print Student History to PDF

Users can now print active events on the Student History page for a student using a button at the bottom of the page labeled "Print Student History".

# Steps for Logging and Verifying Services

When an RSP provides, or attempts to provide, a service to a student, it must be documented in SEDS in the following order:

**STEP 1:** Create **service log** using logging wizard (within **five business days** of each session).

**STEP 2:** Generate **service tracker** (LEA determines how often this is done, e.g., weekly or monthly).

**STEP 3:** Complete **progress report** (at end of progress reporting period).

Wizard	s   School System   My Calendar   🛄   My
	Available Wizards 🛭 🗟 <u>New Mail!</u>
3	Progress Report Wizard
2	Service Tracker Wizard
1	Behavioral Support Services Logging Wizard
	Behavioral Support Services Group Logging Wizard
	Speech-Language Pathology Logging Wizard
	Speech-Language Pathology Group Logging Wizard
	Caseload Setup Wizard
	Caseload Administration Wizard

# Creating a Delivered Service Log

LEA SE POCs must ensure all RSPs know how to accurately log a service in SEDS. Incorrect logs may affect service trackers, monitoring and compliance, Medicaid billing, the Related Services Management Report, etc.



# Creating a Missed Service Log

When a service is **scheduled**, **but is missed**, the RSP must still create a service log to reflect the missed session. An incorrect service log can affect the RSMR, service tracker, Medicaid billing, monitoring, etc.

Never put zero minutes. Always log the minutes that were scheduled to happen.





## Confirming a Service Log Entry

		Do you, <b>New Tr</b> a	ainer1270, confirm that the following information is correct?	K			
Service:	Speech-Language P	athology	NOTE: Once a service log is saved the				
Service Provided by:	New Trainer1270						
Student's Name:	Adele Adult1221		provider has one more chai	nce to verify	that		
Date of Service:	04/12/2016		its contents are correct, prie	or to final			
Service Type:	Student Absent		submission If an incorrect I	log is submit	ted		
Date Service was Originally Due:			the provider must ask the LEA SE POC to				
Service Delivery:	Attempted		delete the incorrect log as soon as possible				
Duration of Service:	30 mins						
Group Size:	1		and then create the correct log to replace it.				
Progress Report :	Not applicable						
Comments:	Type notes here abo Services Manageme	ut why the session int Report (RSMR).	was missed for documentation purposes. These comments will sh	now up on the service tracke	r and the Related		
Areas Covered/Assessed:	Speech/ Language S	Service/ Treatment					
	Yes, Log this Service Yes, Log this Service, then Allow me to Log Another Instance for this Student/Service						
		N	No, Allow me to Correct this Information (Please use this button to make corrections)				
No, I Wish to Abort this Entry							

## **Child Count Preparation &**



## Timeline

- Key Dates & Deadlines
- Preparation for LEA SE POCs
- Amending IEPs for Child Count Purposes



## Child Count Timeline

Phase	Date	Tasks
Training	Sept. 20	LEA SE POCs attend Child Count webinar training (repeat of Aug. 4 training at Start of School Summit)
Preparation	Before Oct. 5	Ensure IEPs are accurate and up to date. Amend IEPs as necessary.
Data Freeze	Oct. 5	OSSE pulls data from SIS and SEDS at 5 p.m.
Acknowledge Anomalies	Oct. 13	LEA signs Enrollment Audit and Anomalies Acknowledgement form
Resolution	Oct. 17 – Nov. 17	Resolve all Child Count data anomalies in SIS and/or SEDS
Data Certification	Nov. 20	LEA signs data certification form
Reporting	Dec. 15	LEA signs FINAL acknowledgement form



### **Present time – Oct. 5, 2017**

- 1. View **Unified Data Errors** in Qlik on daily basis.
- 2. Work with the LEA data manager and enrollment staff to ensure **student information in SIS is accurate.**
- 3. Ensure all **IEPs are accurate and up to date** for educational environment, services, dedicated aides, and disability category.
- 4. Amend IEPs to rectify errors and/or anomalies.
- 5. If question arises for particular error/anomaly, please **submit question in OSSE Support Tool.**
- 6. Participate in **Sept. 20 Child Count deep dive training** (repeat of Aug. 4 deep dive at Start of School Summit).



Top 3 most common IEP amendments needed for Child Count:

### 1. Educational environment

 SEDS does not automatically change the LRE selection (radio button) when services are updated on the IEP. This must be done manually in SEDS prior to finalizing the IEP (or as part of an IEP amendment).





IEP amendments for Child Count-related changes can be done without holding a meeting, via the documented written agreement modality.\*

Document outcome of request to amend IEP
Please document all attempts to obtain a parent signature on the Standard IEP Amendment Form in the <u>Communication Log</u> . attempts below.*
Outcome not yet determined
• Amend the IEP without convening an IEP Team meeting (documented agreement between the parent and the LEA)
O Convene an IEP Team meeting to discuss the proposed amendment to the IEP
Convene an IEP Team meeting to conduct an annual IEP review.
O Do not proceed with amendment

However, if the parent requests a meeting, the IEP team must convene.

\*OSSE IEP Amendment Policy, Jan. 27, 2014, p.3, <u>https://osse.dc.gov/node/1561</u>.



OSSE frequently shares important updates, reminders, and announcements with LEA-level POCs through **direct email contact** using the **eSchoolPLUS contact list.** 

Please ensure your LEA Data Manager has listed you as the LEA SE POC in this contact list with a valid email address.

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PLUS 360	eSchoolPLUS a PLUS 360 Application					sean.josiah 🗸 🍈 💟 🤉	* 🕀 ? 🔒 🕯
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							- 1
	Search Criteria						
	Search Results						2
		∺ ≪   P	łage 1 of 1   ₩ ₩ [	00 *	View 1 - 54 of 54		_
	Staff Name	Staff ID	Building		Ξ.		
	Adair, Kirk	TCH012	1120	KIRK1.ADAIR1			
	Affeldt, Douglas	TCH010	1120	DOUGLAS1.AFFELDT1			



## LEA SE POC Required Data Systems

LEA SE POCs who need access to any of these statewide data systems should submit an OST ticket or contact OSSE.DARtraining@dc.gov.

- **SEDS EasyIEP** (user type: LEA Data Administrator)
- Enterprise Reports <u>www.analysis.osse.dc.gov</u>
- Qlik <u>www.reports.osse.dc.gov</u>
  - Related Services Management Report (RSMR) app
  - Early Access to Students with Disabilities Data app
  - Unified Data Errors app
- OSSE Support Tool <u>https://octo.quickbase.com</u>
- SLED <u>www.sled.osse.dc.gov</u> Contact: <u>SLED.info@dc.gov</u>
- TOTE (only required if responsible for submitting transportation requests) <u>https://octo.quickbase.com</u> <u>DOT.Data@dc.gov</u>



Each LEA has been assigned a dedicated staff liaison from the OSSE Division of Data, Assessment and Research (DAR).

The liaison can help LEAs answer data-related questions and connect with other OSSE team members.

• SEDS, Qlik, SLED, OSSE Support Tool, etc.

Please find the DAR Liaison for your LEA here:

https://osse.dc.gov/publication/data-assessment-and-research-lealiaisons



## What is TOTE?

- Transportation Online Tool for Education (TOTE)
- OSSE QuickBase app used by LEAs to submit transportation requests for students with disabilities who meet eligibility criteria according to <u>OSSE Transportation Policy</u> and have transportation as a service listed in current IEP.

### Resources

- TOTE Support Line: (202) 576-5520
- 2017 TOTE Quickstart Guide <u>https://osse.dc.gov/publication/transportation-online-tool-</u> <u>education-tote-quickstart-guide</u>



Weekly newsletter containing important information and announcements:

- Start of school updates
- Updates to relevant laws and policies
- Grant opportunities
- Reminders of key dates & deadlines
- Professional development opportunities

LEA leaders and POCs are expected to review each week's publication and pass along relevant content with LEA staff.

**Subscribe** to receive the weekly newsletter via email each Wednesday by sending a request to <u>OSSE.Communications@dc.gov</u>.

View recent versions on OSSE home page under "Newsletters" <u>www.osse.dc.gov</u> or <u>www.osse.dc.gov/newsroom/newsletters</u>



JUN



The OST is a bidirectional communications tool where LEAs can contact the state for support and technical assistance by submitting a "ticket."

Allows LEAs and OSSE to securely share **personally identifiable student level data** related to data errors or system issues.

Tracks the progress of the ticket resolution and allows OSSE and the user to continue communicating back and forth.

G) Home	Quick Reference Guides
OSSE S	upport Tool 👌 OSSE Support Tool
1	•
Request	: Options
Request Add F	Request for Support

### Support Request Status

- Green: Request has been newly submitted and has not yet been reviewed by OSSE personnel.
- Red: Request has been reviewed by OSSE personnel and requires additional information from the requestor.
- Grey: Request has been closed due to no response from the requestor.



### Who should have access to the OST?

- LEA Data Managers
- LEA Enrollment Audit POCs
- LEA Special Education POCs
- Nonpublic SEDS POCs
- LEA Transportation POCs
- LEA Assessment POCs
- Registrars

### How do I gain access to the OST?

Ensure you are listed as an official POC in eSchoolPLUS (Data Manager can assist)

## Visit <u>https://octo.quickbase.com/</u> and select "Create a login."

### What categories does the OST cover?

- Enrollment Audit
- Child Count
- Unified Data Errors
- Access to SEDS
- SEDS system issues
- SEDS student-level issues
- Student record transfers
- Nonpublic programs
- TOTE transportation tool
- Extended School Year (ESY)
- Policy questions
- Statewide assessment test security, accommodations, affidavits, incidents



Resource documents and archived webinar trainings for LEA SE POCs <u>http://osse.dc.gov/service/technical-assistance-support-and-training-education</u>.

Technical Assistance, Support, and Training Education

- eSchoolPLUS LEA Calendars and LEA Points of Contact
- LEA Data Mapping Application
- Unified Data Errors
- Early Access Students with Disabilities Application User Tips
- LEA Special Education Point of Contact (LEA SE POC) Monthly Training Series
  - May 2017
  - April 2017
  - March 2017
  - February 2017
  - January 2017
  - December 2016
  - November 2016
  - October 2016
  - September 2016
  - OSSE Qlik Sense Training for LEAs
  - Orientation for LEA Data Managers
  - Qlik Related Services Management Report Webinar



## **OSSE State Level Points of Contacts**

### OSSE Key Points of Contact for LEAs

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#### DATA AND REPORTING (PAGE 3)

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OSSE Application Service Desk

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Office of Dispute Resolution

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College and Career Readiness DC Reengagement Center General Education Development (GED) Program Office

#### SPECIAL POPULATIONS SUPPORT (PAGE 10)

Change in Placement

DC Homeschooling Requirements Homeless Children and Youth Support Non-public Placement Private School Operational Requirements Special Education Monitoring and Compliand Special Education Procedural Safeguards ar

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General Information Parent Resource Center

#### TEACHING AND LEARNING (PAGE

Co-Teaching English Learners Support Highly Qualified Teacher Requirements Instructional Supports Least Restrictive Environment Positive Behavior Support Secondary Transition Process Standards-Based IEP Guidance Student Learning Objectives Teacher and Leader Evaluation Requirements Teacher Licensure and Renewal Universal Design for Learning Access to current version: https://osse.dc.gov/osse-resources

> Detailed information about key OSSE programs, including contact person and resource websites.

#### AUTOMATED DATA TRANSFER (ADT)

For "ADT" application or feed related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

#### Stephanie Davis.....stephanie.davis3@dc.gov What is ADT, and how does the process work?

What is AD I, and now does the process work? What's the path of my data from my LEA's SIS to OSSE? Do I need a SIF (School Interoperability Framework)? Who should I contact for ADT technical assistance and support?

For online resources, please visit <u>http://osse.dc.gov/service/automated-data-transfer-adt</u>

## Start of School Resources & Support

OSSE has provided a wealth of resources to support LEA leaders and POCs when gearing up for the first day of school, and throughout the school year.



- Checklists & timelines
- Training opportunities
- Quick start user guides
- Calendar tools
- Data collection tools
- Data applications to access student-level info as early as possible
- Helplines and troubleshooting resources
- Access Start of School site via OSSE homepage: <u>https://osse.dc.gov</u>.
- Access presentation materials from Aug. 4, 2017 Start of School Summit: <u>https://osse.dc.gov/startofschoolpresentations</u>.



## TOTE questions: DOT.data@dc.gov or (202) 576-5520 Policy questions: OSSE.DSEpolicy@dc.gov All other questions: OSSE Support Tool or OSSE.DARtraining@dc.gov

## **NEXT WEBINAR:**

Wednesday, Sept. 20, 2017, 10—11 a.m. Topic: Child Count Deep Dive\*

\*LEA Data Managers and Enrollment POCs are invited to participate along with LEA SE POCs